

OFFICE OF FINANCE INSTRUCTION SHEET 32

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REMOVE			INSERT			EXPLANATION
ISSUANCE NOS.	PAGE NOS.	DATE	ISSUANCE NOS.	PAGE NOS.	DATE	
OFI 106 (Revised)	All	7/15/64	OFI 106 (Revised)	All		This revision expands the services performed by Central Travel Branch, Office of Finance to include preparation of employee claims under the provisions of [REDACTED] Heretofore the responsibility for initial preparation of such claims has rested with the employee or his component of assignment.
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Approved: [REDACTED] Director of Finance						
						22 Sept. 1969 Date

Distribution: Regular

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22 September 1969

OFFICE OF FINANCE INSTRUCTION NO. 106 (Revised)

SUBJECT : General - Central Travel Branch

Specific - Preparation and Approval of Travel Vouchers
and Related Procedures

RESCISSION: Office of Finance Instruction No. 106, dated 15 July 1964

(A single asterisk is used to denote revised paragraphs)

*1. GENERAL

This Instruction outlines responsibilities and procedures for the preparation and approval of travel vouchers for processing by the Central Travel Branch. The Central Travel Branch is located in Room 1-D-10 Headquarters Building, telephone extension 6271.

2. RESPONSIBILITIES AND PROCEDURES

a. The Central Travel Branch shall:

- *(1) Prepare on the basis of information furnished by employees, all travel claims for staff employees and military details at headquarters except domestic TDY.
- *(2) Furnish advice and assistance on difficult technical procedural questions relating to the preparation of staff employee travel claims for domestic TDY, or relating to claims processed by the component of assignment for staff agents and contract personnel.
- (3) Perform required audit and certification of all Headquarters staff employee travel vouchers.

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Group 1 Excluded from automatic downgrading and declassification

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- (4) Process travel vouchers without further approval by an authorized approving officer if the travel performed and expenses claimed are specifically authorized in the related travel order, or are of types which do not require specific authorization or approval**. Examples of vouchers which will require approval are:
 - (a) Vouchers pursuant to blanket travel orders.
 - (b) Vouchers which reflect travel to locations not specifically named in the travel order.
 - (c) Vouchers which include operational expenses not incidental to travel.
 - (5) Require approval of travel vouchers whenever, in the opinion of the Chief, Central Travel Branch, it is deemed necessary because of special circumstances relating to the expenses claimed or travel performed.
 - (6) Forward a copy of each travel voucher prepared by the Central Travel Branch to the traveler's office.
- b. The traveler or his immediate office shall:
- *(1) Prepare travel vouchers on all normal domestic TDY and EOD travel.
 - (2) Obtain any required approvals and forward the vouchers to the Central Travel Branch for its action.
 - (3) Include an extra copy of travel vouchers submitted to the Central Travel Branch whenever it is desired that an audited copy of the voucher be returned to the originating office.

** The following items require specific authorization in the travel order or approval by an authorized approving officer: charges for use of first-class planes or extra fare planes or trains; hire of special conveyances or of room for official use; excess baggage; subsistence on actual expense basis; use of conveyance on actual expense basis; or mileage claims for use of POV for the convenience of the Government.


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- c. The Central Processing Branch, Office of Personnel, shall instruct all staff employees returning from overseas who process through the Central Processing Branch to report to the Central Travel Branch to initiate settlement of their travel claims.


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E. BUSH
Director of Finance

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Concur in paragraph 3c:



Acting Director of Personnel

29 September 1969
Date